

19 September 1984

MEMORANDUM FOR: Director of Logistics
 Director of SIGINT Operations

FROM:

SUBJECT: Physical Inventory of 6062 Property Account

REFERENCE: Memorandum for Director of SIGINT
 Operations, from Chief, Audit Staff, dated
 30 March 1984, Subject: Report of Audit of
 SIGINT Operations, 1 November 81 - 31
 October 83

1. We have completed the physical inventory of the OSO property account which was prompted by the recommendations contained in referent memorandum. We recommend that the following steps be taken to achieve a new opening inventory for OSO:

a. input all pending property account additions, deletions, and adjustments;

b. require that each Responsible Officer, whose property account shows missing items, to search for the missing items immediately and report the results thereof, within reasonable time parameters, to OSO Log;

c. determine which overages are to be picked up on accountable record, and initiate appropriate action soonest;

d. write off all remaining shortages. We believe that the dynamic nature of the property activity in OSO dictates that these steps be taken within a short period of time if the integrity of the inventory effort is to be realized to its fullest.

2. Our inventory turned up 56 items which are listed on the HM07 property sub-account -- a listing of items long missing. We recommend that the 56 items found be added to the OSO property active account (and assigned to the appropriate sub-accounts) and that the remainder of the property on the HM07 list be written off immediately. While it is possible that more of the HM07 items will turn up in the future, we consider the continuation of the maintenance of this "account" to be without value and, in fact, detrimental to extensive efforts of OSO Log to maintain accurate property accountability.

OL 20426-84



3. The compartmentation of OSO precluded accomplishing the inventory in a wall-to-wall manner -- although that is the most efficient way to conduct an inventory. We were not permitted access to all areas, and some we could enter only with prior arrangement. There is also much overlapping of space utilization in OSO resulting in there being property of more than one sub-account located in the same room. Our inventory was accomplished one property sub-account at a time and with an escort who conducted us to each inventory area. Consequently, we are not certain that we were exposed to every room where there was property to inventory.

4. We conducted our inventory based upon data listings provided to us by OSO Log. We sought out the items listed and made pertinent notations. We also listed all other apparently accountable but unrecorded property that we found; we listed the OSO Record Number (RN) and/or Serial Number (SN) when in evidence. We researched each RN and SN, against the Account 6062 RN and SN master listings, to determine previously established ownership. We annotated our findings to the appropriate sub-account property listings. We also attempted to research items within whatever nomenclature we could derive (whenever there was neither RN nor SN in evidence).

5. Attachment A contains 11 specific items and recommendations thereon. Attachment B contains a summary and pertinent remarks on each of the 19 OSO property sub-accounts inventoried.



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ITEM 1

25X1 The HM05 property sub-account, consisting of approximately 2,600 accountable items (prior to inventory), is unwieldy in terms of size and activity. While the incumbent Responsible Officer [] is doing what we perceive to be an excellent job of property management under the circumstances, it is obvious to us that he needs help now. The nature and scope of the operational activity involved with this property account is apparently not likely to diminish the property activity in the near future. We were told, by [] that assistance for the RO is in the offing. We were told, by OSO/LOG, that the HM05 RO will be provided with a data base of his property, for his Wang stand-alone system. which he will use to track his property sent to the field.

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RECOMMEND

- a. That the HM05 RO be provided with assistance soonest;
- b. that there be a "meeting-of-the minds" regarding the extent and efficiency of the Wang data base disk to be provided;
- c. that there be consideration given to the establishment of a separate property account for []

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ITEM 2

Our inventory efforts failed to turn up a number of items on existing property records and revealed many items which should perhaps be added to accountable property records. If the integrity of the inventory is to be sustained, it is essential for follow-up action to proceed immediately.

RECOMMEND

That the OSO Accountable Officer:

- a. provide each RO with
 - (1) a copy of his particular inventory with the "missing" items highlighted and
 - (2) a listing of the additional property which we recorded in his territory;
- b. advise each RO of the urgent necessity for
 - (1) follow-up in finding "missing" items and
 - (2) appropriate comment on the pickup of the additional items we found

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c. after steps a and b above have been completed, write off the items that are still missing.

ITEM 3

The audit report which recommended and prompted our inventory of Account 6062 also contained a recommendation that, "...OL review... property management aspects of the OSO logistics function". While neither of us claims to be satisfactorily apprised of current OL practices and procedures to comment on OSO logistics management functions, we have observed one such function which provokes our comment/recommendation. The time delays occurring between the delivery of documentation to OSO/LOG and the resulting addition or deletion of property information to or from existing records are directly effecting property management efficiency. We understand that most of the delay stems from the research, by OSO/LOG, to ensure the accuracy and validity of the documentation to be processed. OSO/LOG recognizes this problem, and is taking measures to correct it -- including adding another person to process documentation. It should be noted that much of the delay in document processing was caused by problems involved with the OSO property record data base conversion from NIPS to ASAPS.

RECOMMEND

Insofar as is practical, process the documentation to accountable records first, and research the accuracy and validity as time permits. We believe that this reversal of procedure will result in much less detriment to the efficiency of the process than is now suffered by the time delays.

ITEM 4

During the physical inventory we counted all items with an RN label affixed plus items that appeared to be accountable property or have "personal appeal". As a result the inventory write-in sheets contain many items listed by serial number only. Also, we counted many items with RN labels that were not on the accountable property records. These items are overages to the property account.

RECOMMEND

The AO:

a. review these items and determine which ones are accountable property;

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b. arrange for inventory adjustments to the accountable records;

c. reconcile the appropriate sub-accounts and notify the RO's accordingly.

ITEM 5

25X1 We found some items documented on property records as "system" (e.g. [] etc.) which require some clearer definition. In several cases it was virtually impossible for us to determine the intended scope of this broad-brush terminology.

RECOMMEND

a. That all items documented as "system" be clearly defined to include all components there of;

b. That all RO's be specifically instructed to document all changes to "systems" which result in system components becoming stand-alone items and stand-alone items becoming system components.

ITEM 6

OL promulgated regulations provide that annual inventories be conducted for Agency Accountable Property. Throughout our inventory, we have been acutely aware that some accounts have either not been inventoried or that the inventory methodology and follow-up procedures have been deficient. OSO/LOG does: initiate appropriate annual inventory action; obtain a signed CMR copy from each RO; make appropriate adjustments to the 6062 Account.

RECOMMEND

That THE OSO Accountable Officer follow-up immediately on all subsequent adjustment submissions and reconcile each account appropriately.

ITEM 7

Each OSO property sub-account seems to have its own parameters for minimum dollar value and "personal appeal" items maintained on property accountability records. In fact, we inventoried some low dollar value items that we do not believe to be accountable under most circumstances; we counted them only because they were already established on property records.

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~~CONFIDENTIAL~~RECOMMEND

That the OSO Accountable Officer establish appropriate dollar value and "personal appeal" parameters and advise each Responsible Officer accordingly.

ITEM 8

There is some evidence of lack of control over accountable property that is assigned to one property sub-account and in use in another. Some of this is attributable to personnel reassignments and some to movement and loan of property without documentation.

RECOMMEND

That the OSO Accountable Officer reinforce existing appropriate uniform guidelines for handling of transfers and loans of property.

ITEM 9

At some point in time, Account 994, [] took over a considerable number of items formerly charged to Account 6062. Our brief discussion with the 994 Accountable Officer, [] and our observations during our inventory of one property account at [] convinced us that some of the "missing" Account 6062 property could be at []

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RECOMMEND

OSO Logistics Division support [] efforts for an independent inventory of his accountable property -- with the objective of further reconciliation of the OSO property account. However, we do not recommend delaying the dropping of the still "missing" HM07 items to accomplish this task.

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ITEM 10

We did not review Government Furnished Property (GFP) records -- since this type of equipment is not a normal adjunct to a physical inventory. However, the rather large number of missing items charged to the HM12 property account leads us to suspect that a number of accountable items are in the possession of contractors.

RECOMMEND

The the OSO Accountable Officer:

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- a. direct an immediate updating of all documentation relating to GFP;
- b. conduct a reconciliation of the data thus obtained with the items not found during the physical inventory;
- c. support Recommendation #7 of the Audit Report to have CSAD conduct GFP inventories of OSO contractor facilities - - which could turn up some of the OSO "missing" property.

ITEM 11

Throughout the inventory we encountered RN labels on equipment that was not on accountable records. Some of the items bearing the labels had become components of other equipment or systems. Some of the labels were affixed to equipment apparently dropped from record for operational reasons, and subsequently recovered, and some had apparently been dropped from record based upon the dollar value. Some of the labels were affixed to usable components of cannibalized items or systems. We surmise that it is often assumed that all items bearing an RN label are properly recorded to accountable records - - and this obviously not correct.

RECOMMEND

That the OSO AO instruct all RO's to:

- a. remove RN labels from equipment transferred out of OSO or dropped from accountable records;
- b. affix RN labels to readily visible parts of the equipment - - insofar as is possible.

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Approved For Release 2005/08/23 : CIA-RDP89-00624R000100110003-6

HMO 1 - RO [] OSO/OD [] 2C15 []

SUMMARY 8-22-84

1. We could not account for 20 items on the RN listing provided to us for the physical inventory of HM01. We subsequently found one of these items at [] found 4 others.

3. We recommend that the RO pursue the disposition of all of the items which we were unable to find during our physical inventory (see the annotations on the attached machine listing).

4. We also recorded 34 unlisted items which we found in HM01 territory; we subsequently determined that one was charged to HM08, 3 were charged to HM05, and 3 are on the HM07 "missing" list (see additions and notations on the last page of the attached machine listing and handwritten pages.)

5. We recommend that the Accountable Officer take appropriate action in regard to:

- a. overages
- b. shortages (if any, after RO follow-up)
- c. corrections to nomenclatures as annotated in the machine listing.

6. We also recommend that the AO pursue the appropriate disposition for the items underlined in red on the attached copy of a memorandum from C/IAB/AOD/OG/OSO to C/FSB/SSC/OG/OSO, dated 6 June 1984.

*24 August 84 [] has determined that items noted in paragraphs 2 and 6 are, in fact, being repaired thru []

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HM02 RO Approved For Release 2005/08/23 : CIA-RDP89-00624R000100110003-6

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SUMMARY 8-22-84

1. We accounted for all items charged to HM02, on the RN listing provided for the physical inventory, with the exception of those items with an explanation noted on the listing. [redacted] has valid hand receipts or other documents for material on loan. RN

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[redacted] These items were not found at [redacted] said that these items are models of the [redacted] system used for demonstration. Recommend that the AO and [redacted] determine whether these should be on the Accountable records.

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2. Of 15 items with RN tags counted in this area, but not charged to HM02, 11 were on hand receipt from HM05 and 2 were charged to HM07. RN's 28126 and 28127 were researched through the RN master list without success. 12 items without RN tags were researched through the SN master list without success.

3. Recommend the RO try to locate RN 21552, [redacted] and take appropriate action. Also recommend that the RO transfer RN 22066, [redacted] to HM03 and review the items noted as GFE to determine if they should be transferred to the contracting officer. Recommend the AO review the item counted during the inventory but not on record to determine if they should be recorded as accountable property.

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HM03 - R Approved For Release 2005/08/23 : CIA-RDP89-00624R000100110003-6

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SUMMARY 8-22-84

1. There were many items which we did not find during the inventory of this account. The account was in transition from one RO to another, at the time of the inventory, and the new RO obviously did not have the benefit of detailed location information from his predecessor. There were 46 items on the RN listing provided to us for this inventory which we did not find; we subsequently found 5 at [redacted] one in the HM23 property area, and one in OD Training.

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2. We found 19 items in HM03 areas not previously charged to the HM03 Account. We subsequently determined that one of these items is charged to HM05.

3. We recommend that the new RO continue his efforts to locate the property not found during the physical inventory. We recommend that the Accountable Officer take appropriate action regarding the overages (listing at the end of the attached RN machine listing) and the items not located by the RO. We also recommend that the AO effect the serial number corrections annotated on the attached RN machine listing.

4. We note a reliance, by the RO, on the records maintained in Rooms 2A08-2A10. These records, consisting of hand receipts and a log, maintained primarily for [redacted] are incomplete. We recommend a more direct control by the RO or a transfer of responsibility for these items to a separate property account.

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HM05 RO [REDACTED] (AEL)

SUMMARY 8-24-84

25X1 1. The HM05 account is the largest memorandum receipt account within OSO. The ASAPS listing provided for the physical inventory, contains approximately 2,600 line items. According to [REDACTED] it is also the most active account, having over 400 item transactions per week. After conducting the physical inventory and researching the [REDACTED] hand receipt files, we were unable to account for 954 items. Subsequently, [REDACTED] researched his shipping purposes only documents and was able to account for 779 items. This results in a shortage of 175 items.

25X1 2. During the inventory we counted 194 items having RN labels but not recorded on the HM05 ASAPS list. Subsequent research revealed 3 of these items were charged to HM05 on the RN master list. The research also revealed that 1 item is charged to HM01, 5 items charged to HM03, and 17 items charged to HM07. The balance of 171 items was not recorded on the RN master list. An additional 144 items without RN labels, but possibly accountable property, were recorded during the inventory by serial number. Research against the SN master list shows that 17 of these items are properly charged to HM05 and 5 items are charged to HM07. 132 items are not recorded on the SN master list.

25X1 3. During the audit of the hand receipts we discovered that 41 items with RN labels were not listed on the HM05 ASAPS list. Research against the RN master list, revealed that 1 is charged to HM03, 6 are charged to HM07, 1 is charged to HM12 and 1 is charged to HM15. 32 items with RN labels were not recorded on the RN master list. An additional 14 items on hand receipts without RN labels were checked against the SN master run with negative results.

4. We recommend that the RO conduct a search for the 175 missing items and report the results to the AO for reconciliation. We also recommend that the RO and AO conduct additional research on the remaining 132 item counted by serial number to determine accountability and/or expendability. See the hand-written sheets attached to the HM05 inventory listing. We recommend that the AO arrange transfer between sub-accounts for those items shown on the hand-written lists as on-hand to HM05 but charged to other accounts.

5. Our other recommendations for this account are contained in our report on the Account 6062 status.

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HM-06 - [Approved For Release 2005/08/23 : CIA-RDP89-00624R000100110003-6]

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SUMMARY 8-22-84

We have accounted for all items listed on the RN machine listing provided to us for the inventory of the HM06 account. We also found a [] which could be added to the account (if deemed appropriate by the AO).

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25X1 HM08 - R Approved For Release 2005/08/23 : CIA-RDP89-00624R000100110003-6

SUMMARY 8-17-84

1. With the exception of the item listed below, we accounted for all items on the RN listing provided to us for the physical inventory of HM08:

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We also inventoried 222 items to be added to the HM08 property listing.

2. RN 20246 and RN 20216 both concern a having the same serial number, 3006572; there is every reason to believe that the same item was picked up on the record twice. We found during the inventory with RN Tag 20246 affixed. RN 20216 should be dropped from record as a duplicate recording of a single item.

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3. Annotations on the attached HM08 CMR listing reflect corrections which need to be made to some individual item entries.

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HM09 - R Approved For Release 2005/08/23 : CIA-RDP89-00624R000100110003-6

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SUMMARY 8-15-84

1. All items listed on the CMR of 6/15/84 plus 29 items on a supplemental typewritten list of items to be picked up were accounted for.

2. We recorded 75 items in addition to the above -- research determined: that 1 belongs to HM11, 9 were confirmed to HM09, and 65 need to be picked up on accountable property records -- or other appropriate disposition. SEE items added to the attached machine listing and those on the attached sheet.

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HM11 -

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SUMMARY 8-22-84

25X1 1. We were unable to account for all of the items on the stock number listing provided to us for the inventory of HM11. Two items not originally found were subsequently located by [REDACTED]

2. The vehicle serial number of RN 20934 needs correction as noted on the attached machine listing; the vehicle description of RN 13868 needs correction, and the serial number needs to be added. The description of RN 04727 needs to be corrected as noted.

3. We recorded 4 additional items (listed on the last page of the attached machine listing); one item was turned in to HM11 from HM18; one item was turned over to HM11 from HM09. We recommend that the RO and Accountable Officer determine the appropriate action to be taken on the 2 unresolved items [REDACTED] reader).

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SUMMARY 8-23-84

1. We were unable to account for 151 items on the RN property account listing provided to us for the physical inventory of HM12, (see RN list attached). We were also unable to account for the 5 items listed below which were listed on an FOP document for HM12 dated 23 March 1984:

RN: 22121 (19976), 22160, 22201 (21512), 22203, 22210.

2. We inventoried and listed 211 items which we could not relate to items listed on existing HM12 records. We subsequently determined that one of the items is charged to HM21, one is charged to HM17, and 16 are listed on the HM07 "missing" list. SEE the listing at the end of the HM12 machine run and the handwritten pages attached.

25X1 3. [redacted] and OC retiree who now works for a company with which OSO has a contractual relationship, directed and accompanied us to each HM12 area where we employed our property inventory expertise. Larry assisted us in determining appropriate identification for some of the items that we added to the HM12 inventory.

4. We recommend that:

a. The Responsible Officer, [redacted] be given a listing of the missing items so that he can conduct a search (to include GFP records); 25X1

b. All of the overages be picked up on record; (with possible exception of [redacted]) 25X1

c. Appropriate disposal action be initiated by the RO for the items on hand which are not being used and for which there is no current projected use;

d. The Crown equipment rack at "location 16" be inspected by the RO and a technician to enable appropriate recording of that property;

e. The serial number for the [redacted] at "position 11.3", be obtained and posted to the inventory (we couldn't remove the item to obtain the serial number); 25X1

f. The serial numbers be obtained from the two locked HP45 calculators in the "back office" and then posted to the inventory;

g. The status of the unrecorded [redacted] and related equipment be ascertained -- if leased, no action -- if not, record on property record. 25X1

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25X1 · HM13 - R [REDACTED] Approved For Release 2005/08/23 : CIA-RDP89-00624R000100110003-6

We were able to account for all of the items on the stock number listing provided to us for the inventory of HM13. We did not find any other items which could be construed to be under the control of [REDACTED] and which should be added to his property account.

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HM14

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1. We accounted for all items on the RN listing provided to us for the physical inventory of HM14. Some corrections to the property account listing are apparently in order -- see noted on the attached listing.

2. We also inventoried one additional [REDACTED] which should either be picked up on the HM14 account or returned to the appropriate owner.

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HM15 - RO Approved For Release 2005/08/23 : CIA-RDP89-00624R000100110003-6

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SUMMARY 8-17-84

1. We did not find 28 of the items charged to this property account on the RN listing provided to us for the physical inventory. We did inventory the remaining 21 items on the listing; we found one of the items in the HM23 property account area.

2. We also recorded 14 additional items which were not charged to the HM15 account; two of these items were on the HMO7 "missing property listing.

3. Before any adjustments are made to the account, we recommend that the HM15 Responsible Officer take appropriate action to locate the items which we could not find.

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HM16 - RO [] OSO/ISM

SUMMARY 8-27-84

1. The HM16 account covers all the Wang Computer equipment within OSO. During our physical inventory of the individual MR Accounts, we counted the Wang equipment separately and then annotated the HM16 ASAPS listing accordingly. We were unable to account for 12 RN's listed on the HM16 ASAPS listing provided for the physical inventory. The missing RN's are:

20804	21463
20828	21465
21020	21494
21255	22494
21408	22495
21451	40311

Subsequently, we were informed that Wang equipment charged to HM16 was in use within the area of another OSO property account, 994. We did not conduct a physical inventory for 994, therefore, we do not know which of the missing RN's are located within account 994.

2. During our inventory, 108 items of Wang equipment were counted that were not listed on the HM16 listing. We added these items to the HM16 listing by serial number and, when available, by record number. This large discrepancy is attributable to the receipt and installation of Wang equipment while the physical inventory was in progress; there were also many items that had been received but not added to the machine records prior to the start of the physical inventory.

3. We counted 2 Wang printers in room 2F25 headquarters; one with RN 21305, SN NX0888 and one with SN NX0367 and no RN. We could not find a record for SN NX0367 in the SN master file, however, an internal list of Wang equipment provided by [] listed this SN as RN21305, same as the printer with SN NX0888. [] informed us that this was an exchange by the Wang Company and that SN NX0367 belongs to Wang but has not been removed from the office.

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4. We recommend that the RO resolve the 12 missing items, identify those items that have been exchanged by the Wang Company and advise the AO. We recommend that the AO complete the input of all outstanding items for HM16 and check the new HM16 listing against the items added to the listing provided for the physical inventory.

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25X1 . HM17 - RO Approved For Release 2005/08/23 : CIA-RDP89-00624R000100110003-6

SUMMARY 8-27-84

1. During the physical inventory of HM17, we were unable to find 48 items on the RN listing provided to us for the inventory. We subsequently traced one item (RN 15038) to the HM12 inventory list. Per telecon with RO, on 24 August, 18 of the 48 items have been located (SEE items marked with a green dot (to the right of the RN) on the attached RN listing). It should be noted that the RO directed us to the areas to inventory and that she remained with us throughout the entire process.

2. We found and recorded 31 items (SEE list at end of RN machine listing and on pages attached) which were not charged to the HM17 account. One item (RN 31824) was subsequently determined to be on hand receipt from HM05 -- but it is listed on the HM07 "missing" list. Ten items are charged to HM05 (HM05 has them charged out on hand receipt).

3. We were not permitted to physically inventory the items in Building B40; consequently, we posted "B40" to the property listing based upon information provided by the RO. The information on the items posted "TDY" was obtained from the RO's in-house computer listing -- copy dated 21 August 84 attached. The information on the items posted "HM23" was obtained from the RO's in-house computer listing entitled TASC -- copy dated 21 August 84 attached.

4. We recommend continuing search by the RO for the items which we did not find during our physical inventory. We also recommend that the Accountable Officer follow-up on the resolution of this account and make adjustments to the records as necessary.

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HM18 - RO

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SUMMARY 8-17-84

1. With the exception of the item listed below, we accounted for all items on the RN listing provided to us for the physical inventory of HM18:

RN 21081, SN: 350-225, 6625-L66-2230, Gen. KG10008.
The RO could not shed light on the disposition of this item.

2. We also inventoried three items, RN's 21261, 04718, and 22892, which were subsequently added to the HM18 inventory. We inventoried one unrecorded videocassette recorder, SN: 10366, and one 50 X 50 projection screen, which are currently being researched by OSO/LOG for appropriate disposition.

3. We recommend follow-up by the RO on the missing item and adjustment to the account, by the Accountable Officer, as appropriate. It should be noted that there were items seen during the inventory of this account that, "...belong to TOD." We were told that these items should not be counted with HM18 property -- and they were not.

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HM19 - RO

Approved For Release 2005/08/23 : CIA-RDP89-00624R000100110003-6

25X1

SUMMARY 8-22-84

1. We did not find 9 of the items charged to this property account on the RN listing provided to us for the physical inventory; we gave the RO a listing of the missing items (on 29 June). We recommend follow-up by the RO.
2. We also recorded 19 additional items found in the HM19 areas which were not previously charged to the HM19 account; one of these items is on the HM07 "missing" property listing.
3. We recommend that the 6062 Accountable Officer initiate appropriate action regarding:
 - a. the overages found (listing at the end of the attached machine listing);
 - b. the shortages (if any subsequent to RO follow-up);
 - c. corrections annotated on the attached machine listing.

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SUMMARY

1. We were able to account for all items on the RN listing provided to us for the physical inventory of HM21.
2. We recorded 4 additional unlisted items; one is charged to HM03, one is charged to HM05, and one is charged to the HM07 "missing" list. The remaining item, a 14.3 cu.ft. Whirlpool refrigerator, should be picked up on the property records.

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25X1 HM22 RO Approved For Release 2005/08/23 : CIA-RDP89-00624R000100110003-6

SUMMARY 8-22-84

1. We accounted for all items on the RN machine listing provided for the physical inventory. However, items on loan are not documented with hand receipts.

2. 43 items with RN labels were counted in this area but they were not charged to HM22. Of these, 33 are on HM05 records, 1 is charged to HM02, 2 are charged to HM07 and 7 are not recorded on the RN master list. In addition, there are 14 items without RN labels that were researched through the SN master list without success.

3. Recommend the RO prepare hand receipts for items on loan. Recommend the AO take action to transfer the 2 items charged to HM07 and to determine if items without RN labels should be recorded as accountable property. Also recommend the AO review the computer components listed on the HM22 list, and indicated with an asterisk (*), to determine whether they should be consolidated into one system.

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SUMMARY 8-22-84

1. All items charged to account HM23 on the RN listing provided for the physical inventory, have been accounted for. However, those items noted on the listing as located elsewhere, are not controlled by documentation.

2. We inventoried 69 pieces of equipment (see papers attached to the RN listing)) in addition to the recorded items. Subsequent research revealed the following:

36 items are charged to Account HM17.

3 items are charged to Account HM12.

1 item is charged to Account HM03.

1 item is charged to Account HM05.

1 item is charged to Account HM11.

1 item is charged to Account HM15.

6 items are not listed on either the RN or SN master listing for accountable property.

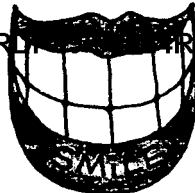
[redacted] are similar to items charged to HM17, however, positive identification is difficult without RN tags or serial numbers.

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18 items of computers, computer components, and slide projector are new items which had not been recorded at the time of the physical inventory.

3. We recommend that the RO prepare hand receipts or transfer documentation for those items noted as in possession of persons on TDY, held by persons transferred to other components, or issued as GFE. We recommend that the AO take appropriate action regarding the items in possession of HM23 and charged to other accounts. We also recommend that the AO assure that all new items are recorded and that appropriate action is taken regarding the items not recorded on accountable records.

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AEO/OL [Signature]

EO/OL [Signature]

DD/L [Signature]

D/L [Signature]

ACTION: q5D - [Redacted Box]

DUE DATE: [Signature]

INFO: _____

REMARKS: CLOS B.

Tim -

As you can see from the DL's remarks - he wants to follow-up on this. Please do so and keep Tim & I informed.

Thanks
Wary